

CALIFORNIA STATE PERSONNEL BOARD

DATE OF ISSUE: September 29, 1992

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: REORGANIZATION OF THE STATE PERSONNEL BOARD AND FURTHER
DELEGATION OF FUNCTIONS

The purpose of this memo is to communicate information regarding recent organizational changes at the State Personnel Board (SPB) and the decision to delegate further personnel functions to departments. The SPB, like most General Fund agencies, has had a substantial reduction to its budget for the current fiscal year. This year's reduction has required a critical examination of all resource expenditures, operations, and procedures. Although we have been required to make some tough decisions on the allocation of limited resources, our aim has been to continue to assure that the SPB's constitutional requirements continue to be met and that services provided to our clients are effective and cost efficient. Additionally, where delegation becomes necessary, sufficient written guidance is available and departments are not unnecessarily burdened.

STATE PERSONNEL BOARD REORGANIZATION:

Departmental Services Division -

The SPB's Policy Division has been retitled Departmental Services Division. The Medical Office, Psychological Screening, Technical Training, Legislation, Policy Development and Test Validation and Construction Units from the Policy Division remain relatively unchanged in the Departmental Services Division.

The Board has consolidated its Merit Oversight Units from the Affirmative Action and Merit Oversight Division and its Policy Consultation Unit from the Policy Division into two Departmental Services Units within the Departmental Services Division. It is hoped that efficiencies can be realized from such a consolidation without causing a decrease in service to departments.

The Program Manager over the Departmental Services Units is Warren Schwegel (653-1717). Analyst assignments in the Departmental Services Units are by subject matter rather than by department. As a result, department staff will no longer have a single contact person at the Personnel Board. Rather, the person

to be consulted will vary with the issue to be discussed. Ultimately, service to departments should benefit from having subject matter experts available for consultation on specific issues. Staff, current assignments and phone numbers in the Departmental Services Units are listed below.

| SUBJECT | ANALYSTS ASSIGNED | |
|---|----------------------------------|-----------------------------------|
| | PRIMARY | BACKUP |
| Dept. Services Unit 1, Jerry W. Donel, Manager (653-1397) | | |
| Examination planning, list utilization, certifications | M. Rieger 653-1601 | K. Barrett 653-0818 |
| CEA and exempt appointments and appointments via rein-statement and reemployment | Z. Gordon 653-1597 | P. Embly 657-2389 |
| Demotions, separations and probationary periods | K. Barrett 653-0818 | M. Rieger 653-1601 |
| Illegal appointments, drug testing and medical issues in appointments and separations | P. Embly 657-2389 | Z. Gordon 653-1597 |
| Dept. Services Unit 2, Edward P. Allen, Manager (653-1389) | | |
| Transfers, non-CEA Board items and resolutions | (Vacant) | M. Rutkauskas 657-2485 |
| Miscellaneous appointment and status issues (including TAUs, LTs and Emergency appts.) | M. Rutkauskas 657-2485 | (Vacant) |
| Contracts, temporary assignments | V. Mendoza 654-9639 | V. Caietti- Burgan 657-2654 |
| AA monitoring and layoff review, including Process for Adjusting Seniority-Based Layoffs (PASL) | V. Caietti Burgan 657-2654 | V. Mendoza 654-9639 |

Affirmative Action and Examination Services Division -

The Affirmative Action and Exam Services Division is responsible for the development of Statewide Policy on Equal Employment Opportunity and Affirmative Action Programs for California State Government. Additionally, the division develops and administers examination services on a reimbursable basis, including the on-line examination and certification systems, contracts with the state departments for the administration of examinations such as Staff Services Analyst transfer exams, departmental promotional examinations, typing certification, etc. The division will continue to provide training and liaison to state departments utilizing the on-line exam/cert automated system. Other technical consultation services, such as focused recruitment and affirmative action programs planning may be provided on a reimbursable basis only.

The Information Counter located at the SPB's Sacramento office will provide open examination information to the public on a self-serve basis only. Copies of exam bulletins will be provided while supplies last. Individuals will be referred directly to departmental testing offices for additional information on specific examinations and employment opportunities. We will continue to maintain employment information on a 24-hour basis. These phone lines are available in Sacramento, San Francisco, Los Angeles and San Diego.

DELEGATION:

Reduction of resources also requires further delegation of functions. Delegation was considered only where guidance is available to departments in statutes, regulations and manual sections. In connection with this increased delegation, the Departmental Services Division is planning to devote modest resources exclusively to manual development and maintenance. One of the projects here would be to explore the possibility of getting manuals and related guidelines onto an electronic communications system. The Departmental Services Units also will be developing training programs where needed to better provide instruction and consultation to departments on merit-related issues. Hopefully, their efforts will provide departments with the most up-to-date guidance possible in areas where delegation has been accomplished. It is also hoped that increased attention to up-front guidance in this manner ultimately will lead to efficiencies in the operation of the civil service merit system at the Personnel Board and in departments and, if successful, should lead to additional delegation in the future.

The following actions, which previously required preapproval by the Board's Executive Officer or staff, are now delegated to appointing authorities, subject to post-audit by Board staff:

| ACTION | LAW AND REGULATION REFERENCE | MANUAL REFERENCE |
|---|--|---------------------|
| Appropriate List Usage | GC 19055 2CCR 264 | SM 6930 |
| Extension of Limited Term Appointments | GC 19080-83 | PMPP 331 |
| Extension of Temporary Assignments | GC 19050.8 2CCR 426-427, 441-444 | PMPP 340- 343 |
| Demotional T&D Assignments | GC 19050.8 2CCR 426-427, 441-444 | PMPP 340- 343 |
| Review of Recruitment Plans | GC 19230-19237, | SM 4470 |

19790-19797

| | | |
|---|----------------------------|---------------------|
| Temporary Authorization Appts. (other than promotional TAUs) | GC 19058-19059 2CCR 265 | PMPP 330 SM 3600 |
| Transfer of List Eligibility | GC 18950 2CCR 154, 240 | SM 6915 |
| Withhold from list for failure to meet MQs | GC 18935(a) | SM 7400 |

Departments are expected to comply with the criteria in the law, regulations and manual sections for the respective actions, and to retain for post-audit purposes sufficient documentation to show that the criteria were met. The Departmental Services Division will be establishing a post-audit program to review department decisions not only in regard to these actions, but also in other areas where delegation already has occurred.

In addition to this delegation, budget reductions require that the Board staff do no examining except on a reimbursable basis, that it no longer participate in recruitment activities without reimbursement, and that it explore alternatives to providing public information services on state jobs. Staff is also considering ways to streamline the annual Affirmative Action Goals and Timetables process.

If you have any questions about this memorandum, please consult with one of the Departmental Services Division staff listed above.

/s/
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